

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



April 12, 1988

ALL COUNTY INFORMATION NOTICE NO. 1-22-88

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: REORGANIZATION OF THE OFFICE OF REFUGEE SERVICES (ORS)

The purpose of this letter is to inform you of organizational and name changes in the Office of Refugee Services (ORS). The ORS has been reorganized in order to promote better continuity of policies, procedures, operations and staff coverage to Counties and contractors in their delivery of cash assistance and employment services to refugees. In addition, the reorganization takes into consideration the new responsibilities for the Immigration Reform and Control Act (IRCA) and the State Legalization Impact Assistance Grant (SLIAG) recently assigned to the ORS. An updated list of the County Analyst assignments is included for your information.

Effective February 1, 1988, the ORS was renamed the Refugee and Immigration Programs Branch (RIPB) to better reflect the roles and responsibilities of the office. The RIPB is responsible for the development, implementation, monitoring and evaluation of policy and systems for the delivery of cash assistance, medical services, social services and employment services to refugees. The RIPB also supervises the Department's efforts to comply with the requirements under the IRCA and the SLIAG and oversees the coordination of resettlement activities provided by voluntary agencies with State refugee programs. Mr. Walter Barnes, formerly Chief of the ORS, is now Chief of the RIPB.

The RIPB has been reorganized into three bureaus; the Refugee Programs Policy and Systems Bureau (RPPS), the Refugee Programs Operations Bureau (RPOB) and the Immigration and Resettlement Management Bureau (IRMB). A description of each Bureau's responsibilities and staff assignments in those Bureaus follows.

Refugee Programs Policy and Systems Bureau, Laura Williams, Chief (916) 322-3141

Ms. Laura Williams, formerly Chief of the Refugee Employment Bureau, is now Chief of the RPPS Bureau. This Bureau is responsible for the development of statewide policies and procedures for refugee employment services and cash assistance programs.

Activities of this Bureau include: development of the State Plan for Refugee Programs; analysis and development of positions on Federal and State legislation; development and implementation of statistical information systems; development of regulations, All-County Letters, Project Director Letters and policy and procedural guidelines to implement statewide refugee programs; performance of all aspects of statewide financial management for refugee programs and the development of new and innovative programs directed at reducing welfare dependency.

Refugee Programs Operations Bureau, Fred Schack, Chief (916) 323-2131

Mr. Fred Schack, formerly Chief of the Refugee Support Management Bureau, is now Chief of the RPOB. This Bureau is responsible for the ongoing implementation and supervision of cash assistance and social and employment services administered by the Counties or contractors through regulations, contracts and allocations.

Activities of this Bureau include: the review and approval of County refugee employment services plans; coordination of employment services with other social service programs; monitoring of performance and operations of County Welfare Departments and contractors; dissemination of information on established policies and procedures to Counties and contractors; development and implementation of corrective action plans to correct County and contractor problems identified through monitoring activities; performance of Programs contract management; implementation and supervision of County specific special projects; and the provision of technical assistance and training to Counties and contractors. All questions regarding refugee programs policies and procedures should be directed to the appropriate County Analyst as indicated on the enclosed list.

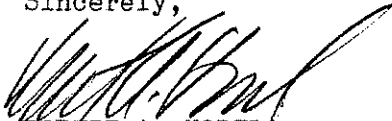
Immigration and Resettlement Management Bureau, Al Martinez, Chief
(916) 323-5846

Mr Al Martinez, formerly a manager in the Department's Legislation Division, joined the RIPB staff in December 1987 and is now Chief of IRMB.

This Bureau supervises the Departments efforts to comply with the requirements under IRCA and SLIAG. The Bureau also assists in the development of refugee Mutual Assistance Associations (MAAs), facilitates the resolution of issues affecting refugees and immigrants and acts as liaison with voluntary resettlement agencies. The five special refugee consultants under contract to the RIPB will be supervised by this Bureau.

We believe that this recent reorganization will allow for better services to refugees and to Counties and service providers in their delivery of services to refugees. If you have any questions, please contact your RIPB Analyst at the telephone number listed in the attachment.

Sincerely,


ROBERT A. HOREL
Deputy Director

Enclosure

cc: Dr. Sharon Fujii
CWDA

February 1988

REFUGEE PROGRAM OPERATIONS BUREAU

Fred Schack (916) 323-2131

County Assignments (Subject to Change)

Operation Unit 1 - Mike White, Manager (916) 324-1210

Judy Bullock	324-1548	San Francisco, Monterey Sonoma
Bob Coutts	324-6762	Santa Clara and balance of State
Ben Estes	324-1572	Los Angeles
Ernie Lynch	445-0930	Sacramento
Lyn Mongarez	324-1544	Los Angeles (DCSCS)
Gloria Clemons-Taylor	324-1550	Fresno, Tulare
Bill Wandler	324-1567	Los Angeles (DPSS)

Operations Unit 2 - Thuan Nguyen, Manager (916) 324-1549

Valinda Ala'Chappelle	324-1573	Orange
Roger Caron	322-0545	San Diego
Lee Davis	322-5554	San Joaquin, Stanislaus
Bill Downs	322-0295	San Bernardino, Riverside
Judith Gerich	445-6558	Alameda
Karen Godfrey	323-7803	Contra Costa
Francisco Morales	324-1546	Merced

REFUGEE PROGRAM POLICY AND SYSTEMS BUREAU

Laura Williams (916) 322-3141

Cash Assistance Policy/Systems Unit - Merlyn White, Manager (916) 324-1543

Judy Eastburn	322-0601
Ana Muniz	324-1541
Betts Smith	324-8415

Employment Programs Policy/Systems Unit - Judy Thompson-Colbert, Manager (916) 445-6556

Rose Bradley	323-3853
Cathy Duval	324-1570
Deborah Tran	324-1545

IMMIGRATION AND RESETTLEMENT MANAGEMENT BUREAU

Al Martinez (916) 323-5846

Roberta Wilson	323-5846
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